

IDJC DIRECT CARE STAFF  
TRAINING  
MANUAL



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For  
**IDJC Direct Care Staff**

# PEACE OFFICERS STANDARDS AND TRAINING TRAINING MANUAL FOR IDJC DIRECT CARE STAFF



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## **FORMS**

### **A. POST IV-2 (IDJC DIRECT CARE STAFF) Facility Training Record Form**

*(Send only this form back to POST)*

### **B. Maintain the following forms on file at your local Agency**

**POST IV-1(IDJC DIRECT CARE STAFF) Training Officer Instruction Guide**

**POST IV-3 (IDJC DIRECT CARE STAFF) Sample of Training Officer Weekly Report Form**

**POST IV-4(IDJC DIRECT CARE STAFF) Policy and procedure related to IDJC Direct Care Staff core job functions**



*This manual is the property of the Peace Officer Standards and Training Council. It has been issued to:*

**Name of Facility** \_\_\_\_\_

**For the purpose of training** \_\_\_\_\_  
Staff's Name/Social Security Number

Upon completion of the Facility Training Program, return this completed POST form to the POST Council. Included in this manual are actual forms, POST IV-1 (IDJC Direct Care Staff) and POST IV-2 (IDJC Direct Care Staff), as well as sample forms POST IV-3 (IDJC Direct Care Staff) and POST IV-4 (IDJC Direct Care Staff).

Additional forms, POST IV-3 and POST IV-4 will be furnished to each facility to be used and retained by the facility.

**DATE STAFF HIRED** \_\_\_\_\_

**DIRECT CARE STAFF TRAINING** \_\_\_\_\_

Date	Place	Class No.
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**FACILITY TRAINING COMPLETED** \_\_\_\_\_

Date	Location
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**NOTE:** *The Direct Care Staff Training Manual containing the Facility Training Record (POST IV-2 ( Direct Care Staff) must be forwarded to the Peace Officer Standards and Training Council, 700 S. Stratford Dr., Meridian, ID 83624, upon completion to receive 40 hours training credit toward certification.*



**POST IV-2 (IDJC Direct Care Staff)**  
**(Return this page only to POST)**

<b>1. Name of Staff</b>			<b>2. Staff Class Number</b> (if appropriate)	<b>3. Date of Staff Class</b> (if appropriate) and sponsoring department
LAST	FIRST	MIDDLE		
			<b>Social Security Number</b>	
<b>Name of Facility Training Officer(s)</b>			<b>5. Facility Assignment</b>	<b>6. Facility Training Dates</b> From                      To
1.				
2.				
3.				
4.				
<p>This training guide is a listing of basic direct care staff responsibilities, tasks and procedures. The Facility Training Officer (F.T.O.), or training designee per the Superintendent, will use this guide during the Facility training of a staff. The F.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the F.T.O. believes that the recruit is capable of handling a specific task, s/he will require the recruit to perform the task while s/he observes. The F.T.O. should pace him or herself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the F.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the F.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR FACILITY, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE. EXTRA SPACES ARE PROVIDED FOR ADDITIONAL TASKS.</p>				
<b>7. I have been instructed in all items as recorded in this Facility training guide.</b>  <div style="border-top: 1px solid black; text-align: center; margin-top: 20px;"> (Signature of Staff) </div>			<b>8.</b>   <div style="border-top: 1px solid black; text-align: center; margin-top: 20px;"> Date </div>	
<b>9. Reviewed by:</b>  <div style="border-top: 1px solid black; text-align: center; margin-top: 20px;"> (Signature of Training Reviewer-Title) </div>			<b>10.</b>   <div style="border-top: 1px solid black; text-align: center; margin-top: 20px;"> Date </div>	
<b>11. I attest that the above named trainee has satisfactorily completed the prescribed Facility Training Program.</b>   <div style="border-top: 1px solid black; text-align: center; margin-top: 20px;"> (Signature of Superintendent) </div>			<b>12.</b>   <div style="border-top: 1px solid black; text-align: center; margin-top: 20px;"> Date </div>	

## *Facility Training Procedures for IDJC Direct Care Staff*

### **I What is the Facility Training?**

Facility Training is a process by which an individual staff receives formal instruction on the job for special and defined purposes specific to his/her facility. Assigned trainers and Facility Training Officers, (F.T.O.'s) will provide the staff with practical application training for the duration of the program. The staff will have various duties and procedures explained and demonstrated for the officer. As often as practical the staff will be required to perform the tasks and show an acceptable level of competency.

Facility Training is designed to cover a minimum of 40 hours of supervised training. It is recommended, however, to utilize as much time as needed to be assured of adequately covering all material sufficiently. Upon satisfactory completion of the program and submission of this manual properly completed, forty (40) hours certified training credit will be granted to the trainee.

### **II Purpose of Facility Training**

The recognition of specialized IDJC Direct Care Staff training is of importance to the staff and the administration he or she works for. Formal classroom training and limited demonstration cannot teach the staff all he or she needs to know. Therefore, the staff needs on-the-job training specific to his/her facility, which is the purpose of this program.

The Facility Training Program is intended to give the staff instruction, direction supervision, guidance and experience so that the staff may develop good judgement, efficiency, and good habits of conduct and appearance. Facility Training will serve as an evaluation of both the staff and the classroom training curriculum to the P.O.S.T. Academy. The Facility Training period also serves to aid in determining if the staff meets all the requirements to become a certified officer.

### **III Important Factors in the IDJC Direct Care Staff Training Program**

The trainee may have completed the Basic IDJC Direct Care Staff Academy prior to the staff's assignment to a Facility Training program. This classroom instruction covers areas such as IDJC System Overview, legal issues, ethics and professionalism, safety and security, emergency procedures, supervision of juveniles, report writing, documentation, suicide prevention, children's mental health and other facility procedures which should not be postponed. This gives the staff the basic knowledge and skills needed to operate in the Facility with a Facility Training Officer. For a staff to obtain the utmost benefit from the classroom instruction, a week, or even two weeks of orientation in the officer's own department job shadowing is recommended so that the staff can better apply his classroom training and learn policy, procedures and practices specific to his/her facility.

As part of the instructional process, it is necessary that Facility Training be conducted in a manner designed to develop a technically skilled and professional oriented officer. Success of the Facility Training program requires the following:

1. Facility Training Officers must be carefully chosen by the Superintendent from the most skilled and effective officers in the IDJC facility.
2. F.T.O.'s must possess the ability to communicate their knowledge and skills to the staff.
3. F.T.O.'s must reflect the higher levels of personal integrity, character and maturity. The use of unmotivated officers must be avoided.
4. Initial training must be provided to all F.T.O.'s, outlining the duties and responsibilities of their

position.

5. In-service training for F.T.O.'s must be provided to cover the latest techniques, departmental policies, procedures and practices, and changes in the law pertaining to the care of incarcerated juveniles.

#### **IV Responsibility of the Superintendent\*\***

When a staff is assigned to a unit for training, the Superintendent will be responsible for the following:

1. Introduction of the staff to as many personnel as possible.
2. Familiarization of the staff with basic operations of the Facility.
3. Assignment of a F.T.O. to begin his/her orientation of Facility operations. The staff should be assigned to one F.T.O. at a time. It is also beneficial to the staff to be assigned to a different F.T.O. to complete the necessary training.
4. The Superintendent should meet with the F.T.O. to discuss the progress of the staff.
5. The Superintendent should personally consult with the staff and F.T.O. if or when the F.T.O. believes that the staff will not develop into a successful IDJC Direct Care Staff. If the Superintendent, after consultation, is of the opinion that the staff is not likely to become a successful IDJC Direct Care Staff, the Superintendent should consult with his/her Human Resources Department and/or legal representative to determine a proper course of action.

***\*\*A Superintendent can appoint a designee on their behalf, such as a shift supervisor, Unit Manager, or supervisor of the area for which the staff is assigned to work.***

#### **V Facility Training Officer Responsibility**

The Facility Training Officer should have complete responsibility of the staff during the Field Training assignment. The staff should always work with the assigned F.T.O. and should have the same days off and work schedules whenever this is practical.

The F.T.O. will insure that the staff is familiar with the complete operation of the Facility, and all operations as applicable to your facility.

Using the F.T.O. Instruction Guide, the F.T.O. shall:

1. Explain operational procedures and existing policy on all activity encountered during the Facility Training period.
2. Conduct self in a professional, exemplary manner.
3. Maintain an effective student-teacher relationship with the staff.
4. Complete and submit daily, an observation report, for each day worked with a new staff.
5. Advise the Superintendent or supervisor of the staff's progress and consult with the Superintendent or supervisor if the trainer feels that the staff will not develop into a successful IDJC Direct Care Staff.
6. Review evaluations with staff and obtain his or her signature on all completed forms.

7. Insure that the staff's reports are completed and turned in.
8. Allow the staff to perform such tasks that the Trainer feels the staff is competent and ready to assume.
9. Notify supervisor as soon as practical, should a problem arise where by the F.T.O. believes that he or she cannot fairly train or evaluate an assigned staff.
10. Place initials and date in the proper column of the Instruction Guide when the staff has explained and demonstrated the listed tasks. The F.T.O. shall see that the staff places his own initials in the proper column when the staff satisfactorily performs or practices the listed task. When the staff initials the performance practice column, the F.T.O. should insert the date or see that the staff does so.

During the Field Training period, the F.T.O. will be observing and evaluating the staff's performance. A meaningful evaluation is possible only if the F.T.O. affords the staff the fullest opportunity to learn. It should be the aim of every F.T.O. to start the staff on the way to becoming the best Direct Care Staff in the organization.

## **VI Description of Field Training Forms and their use**

### **1. POST IV-1 (IDJC Direct Care Staff) Field Training Officer Instruction Guide**

To assist and formalize the field training program the "Field Training Guide" has been developed, which contains an extensive listing of duties and procedures. This by no means is an exhaustive list nor is it intended to limit the Field Training Officer's training subject material.

The F.T.O. should allow sufficient time for explaining each listed situation. The F.T.O. should explain and demonstrate (if appropriate) the situation or task before requiring the staff to perform or practice the task, if performance is necessary to gain knowledge and skill. Many of the procedures will not require performance, only understanding, by the staff. When such a situation exists, the F.T.O. should write N/A (not appropriate) in the spaces provided for demonstration and practice. If a listed task or procedure does not apply to your particular department write, N/A in all three spaces.

***The Facility Training Officer Instruction Guide is to be brought up to date at the end of each day's training.***

### **2. POST IV-2 (IDJC Direct Care Staff) Facility Training Record**

This form will enable the department to quickly determine who the Field Training Officers were in the case of each staff, what assignments were completed, the name of the supervisor accepting the record of completion, a record of the staff signing and attesting that he or she has been instructed in all the items listed in the F.T.O. Instruction Guide, and finally, a record for the department head attesting that the staff has satisfactorily completed the Facility Training program.

***It is recommended that a copy of this record be retained in the staff's personnel file within the staff's own department.***

### **3. POST IV-3 (Direct Care Staff) Facility Training Officer Weekly Report**

To be executed by the F.T.O. at the completion of each week. The F.T.O. should be trained during the initial F.T.O. training period what an acceptable norm or average would be in the seven areas to be evaluated. The F.T.O. Weekly Progress Report should contain recommendations as to how the staff can improve any unsatisfactory ratings, which should also be shared with the recruit. The Weekly Progress Report shall be forwarded to the supervisor or Superintendent after completion.

#### **4. POST IV-4 (Direct Care Staff) Policy and Procedures related to IDJC Direct Care Staff Core Job Functions**

To be executed by each F.T.O. who has been assigned to the staff at the completion of the Facility Training Program. The comments should be specific in each of the areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Facility Training Officer's recommendations to release the staff to regular assignments or not, as the case may be. This documentation is to be forwarded to the supervisor or Superintendent upon completion.

#### **VII Disposition of Completed Forms**

Completed Post IV-1 (IDJC Direct Care Staff) Facility Training Manual Instruction Guide, Post IV-3 (IDJC Direct Care Staff) F.T.O. Weekly Progress Reports , and the Post IV-4 (IDJC Direct Care Staff) F.T.O. Evaluation Report should be maintained in the staff's personnel file within his own department.

**The Post IV-2 (IDJC Direct Care Staff) Facility Training Record MUST BE FORWARDED TO THE PEACE OFFICER STANDARDS & TRAINING ACADEMY UPON COMPLETION.** This is necessary as successful completion of this program is part of the minimum training requirements to be met for Basic IDJC Direct Care Staff Certification.



## **POST IV-1 (IDJC DIRECT CARE STAFF ) FACILITY TRAINING OFFICER INSTRUCTION GUIDE**

*(When completed, keep in your department's officer file and return POST IV-2 (Direct Care Staff) for 40 Hour F.T.O. credit to training records.)*

- 1. Staff Orientation**
- 2. General Conduct**
- 3. Key Control and Officer Safety**
- 4. Use of Force and Restraints**
- 5. Emergency Procedures, Radios and Self Contained Breathing Apparatus**
- 6. Duty Assignment, Security**
- 7. Juvenile Rights, Privileges, Juvenile Rules of Conduct and Discipline, Hygiene**
- 8. General Topics**
- 9. Shift Procedures**
- 10. Medical Procedures**
- 11. Reports and Documentation**
- 12. Personal Appearance and Demeanor**
- 13. Pre-Academy Required Training**

# FACILITY TRAINING OFFICER INSTRUCTION GUIDE

## I. STAFF ORIENTATION

A. FACILITY TOUR AND DOOR OPERATION	Explained	Demonstrated	Practiced
1. Door operation a. Main facility entrance and other exterior doors b. Sallyport *if applicable c. Housing unit doors d. Control room and door e. Kitchen door and supply door f. Door operation in event of power failure			
2. Keyed doors a. Emergency exit keys b. Fire exits			
3. Administrative offices			
4. Visiting areas a. Public visiting b. Attorney visiting c. Conference room d. visitation room e. clergy visits f. religious services			
5. Support areas a. Kitchen - food preparation area b. Store room c. Laundry room d. Clothing / property e. Exercise areas			
B. LOCATION OF EMERGENCY EQUIPMENT	Explained	Demonstrated	Practiced
1. Fire hoses, extinguishers and alarm pull stations water shut off			
2. Self-contained-breathing apparatus (Scott Air packs or equivalent)			
3. First Aid supplies, CPR masks, AED			
4. Emergency door keys, emergency after hours phone numbers			
<div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div style="width: 45%;"> F.T.O. Signature _____  Date _____ </div> <div style="width: 45%;"> Trainee Signature _____ </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Shift Supervisor _____  Date _____ </div> <div style="width: 45%;"></div> </div>			

## II. GENERAL CONDUCT

A. GENERAL CONDUCT	Explained	Demonstrated	Practiced
1. Report for duty on time			
2. Notification of illness or injury			
3. Conflicting or illegal orders			
4. On duty time restricted to juvenile facility duties			
5. Sleeping on duty			
6. Possessing identification, facility issued nametags, etc.			
7. Off-duty actions and behavior			
8. Abuse of position			
9. Bribes, gratuities, rewards, gifts			
10. Conformance to laws			
11. Loyalty to the department and department members			
12. Insubordination			
13. Relationship with others			
14. Cruel treatment of persons or animals			
15. Use of drugs or alcohol			
16. Immoral conduct			
17. Releasing restricted information to news media and/or public			
18. Sexual harassment			
19. Employment outside IDJC			
20. Reporting personal misdemeanor or felony charges			
_____ <b>F.T.O. Signature</b> <b>Date</b>		_____ <b>Trainee Signature</b>	
_____ <b>Shift Supervisor</b>		_____ <b>Date</b>	

### III. KEY CONTROL AND OFFICER SAFETY

A. KEY CONTROL	Explained	Demonstrated	Practiced
1. Obtaining, maintaining and controlling keys			
2. Who is allowed keys			
3. Policy pertaining to keys leaving facility			
4. Emergency exit keys <ul style="list-style-type: none"> <li>a. Check in/out</li> <li>b. Security</li> <li>c. How to use emergency cranks (if applicable to facility)</li> </ul>			
<b>B. OFFICER SAFETY-</b> Perform tasks without exposing yourself or others to unnecessary danger or risk.	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Conduct proper and thorough search			
2. Keep juvenile in sight at all times			
3. Remove contraband			
4. Maintain personal safety equipment			
5. Anticipate dangerous or potentially dangerous situations.			
6. Procedure for moving juveniles to and from areas			
7. Position when opening/closing doors			
8. Do not antagonize any crisis situations			
9. Call for and/or provide assist when necessary			
10. Survival mindset (your frame of mind)			
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>_____ FTO Signature Date</p> <p>_____ Shift Supervisor Date</p> </div> <div style="width: 45%; text-align: center;"> <p>_____ Date</p> <p>_____ Trainee Signature</p> </div> </div>			

#### IV. USE OF FORCE AND RESTRAINTS

A. IDAHO CODE- USE OF FORCE	Explained	Demonstrated	Practiced
1. Treatment of Juveniles: [I.C. 18-704 (Inhumane treatment of prisoners)]			
2. Restraints/Assaults by staff (I.C. 18-706)			
3. IDJC Policy 367.00			
B. DEPARTMENT APPROPRIATE USE OF FORCE POLICY	Explained	Demonstrated	Practiced
1. Appropriate Use of Force policy a. When justified b. Prohibitions concerning use of force			
2. Use of force continuum			
3. Crisis intervention techniques			
4. Escalation of crisis to use of force			
5. Correct application of techniques			
6. Documentation requirements			
C. RESTRAINTS	Explained	Demonstrated	Practiced
1. Use of restraints policy a. When justified b. Prohibitions concerning use of restraints			
2. Types of restraints a. Hard Restraint b. Soft Restraint			
4. Correct application techniques			
5. Documentation requirements			
6. IDJC Policy 640.15			
_____ <b>F.T.O. Signature</b> _____ <b>Date</b>		_____ <b>Trainee Signature</b>	
_____ <b>Shift Supervisor</b> _____ <b>Date</b>			

## V. EMERGENCY PROCEDURES, RADIO USE AND SCBA EQUIPMENT

A. EMERGENCY PROCEDURES - FIRE	Explained	Demonstrated	Practiced
1. Initial response and notification of appropriate agencies			
2. Fires and fire alarms			
3. Emergency procedures			
4. Use of Self Contained Breathing Apparatus.			
6. Exhaust fans			
7. Central control room duties			
8. Proper use of fire equipment			
9. Fire hoses and extinguishers			
10. Operation of facility interior doors - manual and electric			
11. Operation of facility exterior doors - manual and electric			
12. Intercom and communications in event of power failure			
13. Proper radio use (if applicable)			
14. Evacuation----- (List the areas in your facility) a. _____ b. _____ c. _____ d. _____ e. Evacuation map of facility			
B. EMERGENCY SITUATIONS	Explained	Demonstrated	Practiced
1. Escape and attempted escape			
2. Hostage situations			
3. Bomb treats			
4. Major disaster plans			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ F.T.O. Signature Date</p> </div> <div style="width: 10%; text-align: center;"> <p>Date</p> </div> <div style="width: 45%;"> <p>_____ Trainee Signature</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Shift Supervisor</p> </div> <div style="width: 10%; text-align: center;"> <p>Date</p> </div> </div>			

## VI. DUTY ASSIGNMENTS, SECURITY

A. KNOWLEDGE OF DUTY ASSIGNMENTS	Explained	Demonstrated	Practiced
1. Facility policy on staffing and staff assignments			
2. Shift/Unit Supervisor			
3. Control Booth Officer (if applicable)			
4. Booking Officer (if applicable)			
5. Medical a. Nurse b. On-Call Doctor			
6. Food Service Supervisor			
7. Other_____			
8. Other_____			
9. Other_____			
10. Other_____			
B. SECURITY/WELL BEING AND PERIMETER CHECKS	Explained	Demonstrated	Practiced
1. Security/Well Being Checks a. Frequency b. Logging checks c. Purpose of checks d. Medical or special isolation checks e. Mix gender supervision			
2. Suicide Watches a. Frequency b. Logging checks c. Special comments d. IDJC Policy 640.18			
3. Perimeter Checks a. Keys to doors and gates b. Frequency of perimeter checks c. Logging perimeter checks			
4. Gang Packet (if applicable)			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ F.T.O. Signature Date</p> </div> <div style="width: 10%; text-align: center;"> <p>Date</p> </div> <div style="width: 45%;"> <p>_____ Trainee Signature</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Shift Supervisor</p> </div> <div style="width: 10%; text-align: center;"> <p>Date</p> </div> </div>			

## VII. JUVENILE RIGHTS, RULES OF CONDUCT

A. JUVENILE RIGHTS	Explained	Demonstrated	Practiced
1. Juvenile Handbook			
2. Telephone use			
3. Personal clothing			
4. Medical care			
5. Showers			
6. Level Request Form			
7. Medical Request Form			
8. Grievance Form			
9. Religious Request Form			
10. Parental or family visitation			
11. Privileged visitation, Attorneys, Clergy, Probation Officers			
12. Privileged mail			
13. Mail			
14. Necessities <ul style="list-style-type: none"> <li>a. clothing</li> <li>b. food</li> <li>c. hygiene items</li> <li>d. reading materials</li> <li>e. protection from harm</li> <li>f. exercise</li> </ul>			
15. Journaling Packets			
16. Stock Juvenile's room (bedding)			
17. Education			
18. Large Muscle Exercise			
19. Special activities/ <ul style="list-style-type: none"> <li>a. Structured or unstructured leisure time</li> <li>b. Programs <ul style="list-style-type: none"> <li>1) _____</li> <li>2) _____</li> <li>3) _____</li> <li>4) _____</li> <li>5) _____</li> <li>6) _____</li> </ul> </li> </ul>			
20. Due Process <ul style="list-style-type: none"> <li>a. Juvenile disclosures</li> <li>b. Juvenile reporting</li> </ul>			



<b>B. JUVENILE RULES OF CONDUCT, DISCIPLINE, HYGIENE</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Rules of conduct			
a. Juvenile handbook			
b. Major prohibited acts			
c. Minor prohibited acts			
d. Disciplinary actions			
e. Disciplinary hearings			
f. Grievance procedure			
2. Hygiene			
a. Laundering facility clothing			
b. Laundering personal clothing			
c. Housekeeping			

  

_____ <b>F.T.O. Signature</b> <b>Date</b>		_____ <b>Trainee Signature</b>
_____ <b>Shift Supervisor</b> <b>Date</b>		

## VIII. GENERAL TOPICS

A. GENERAL TOPICS	Explained	Demonstrated	Practiced
1. Shift briefing			
2. Headcounts and/or Skin Counts			
3. Security of Facility <ul style="list-style-type: none"> <li>a. Cottage, Tier, or pod security</li> <li>b. Searches after incident or with probable cause               <ul style="list-style-type: none"> <li>1. Pat searches</li> <li>2. Strip searches(clothing exchange)</li> <li>3. Body cavity searches</li> <li>4. Contraband - recognition and procedures</li> <li>5. Documentation</li> </ul> </li> <li>c. Searches after any room movement or change</li> <li>d. Violent juvenile (protocol)</li> </ul>			
4. Shift: <ul style="list-style-type: none"> <li>a. Logs</li> <li>b. Paperwork</li> <li>c. Staff communication log or briefing to next shift</li> <li>d. Written reports</li> </ul>			
5. General telephone procedures <ul style="list-style-type: none"> <li>a. Conduct and release of Information</li> <li>b. Policy on telephone use by juveniles</li> </ul>			
6. Juvenile property / money releases – procedures			
7. Searches at admissions <ul style="list-style-type: none"> <li>a. Pat search</li> <li>b. Clothing exchange personal belongings (IJOS inventory)</li> <li>c. Contraband - recognition and procedures</li> <li>d. urine drug screens (when applicable)</li> </ul>			
8. Meals <ul style="list-style-type: none"> <li>a. Food service (in-house or catered)</li> <li>b. Medical diets</li> <li>c. Religious diets</li> <li>d. Food preparation and dining area cleanup</li> </ul>			
9. Medication Administration <ul style="list-style-type: none"> <li>a. Disbursing of regular medicines</li> <li>b. Storage of medications               <ul style="list-style-type: none"> <li>1) Verification by medical staff before issuance</li> <li>2) Returning personal medications to juvenile/family upon release</li> <li>3) Observation of Juveniles while taking delivered medication</li> </ul> </li> </ul>			
10. Maintenance <ul style="list-style-type: none"> <li>a. Facility maintenance</li> <li>b. Use of maintenance logs for vehicles</li> <li>c. Maintenance of clothing / supplies</li> </ul>			
11. Handling rule violations <ul style="list-style-type: none"> <li>a. Incident reports</li> <li>b. Discipline Continuum</li> </ul>			
12. Securing rooms at bedtime			

13. Shift Paperwork and forms			
14. Wake up a. Lights on b. Janitorial cleaning equipment distribution and monitor cleaning			
15. Juvenile clothing distribution			
16. School a. Time b. Procedure for moving juveniles from rooms to school c. Homework d. Removal from school			
17. Supervision a. Mix Gender Supervision b. Free Time Supervision c. Gym Supervision d. Class room Supervision e. Showers Supervision f. Television, Radios, Movies g. Supervising Juvenile Movement			
18. IDJC Policy 630.14			
<b>B. RESOURCES</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Records a. Computer data entry b. Photo files c. Juvenile files d. Medical records e. Daily activity log f. Visitation registers, or sign in sheets g. Clothing exchange logs h. Recreation logs i. Telephone logs			
<div style="display: flex; justify-content: space-between;"> <div> F.T.O. Signature _____  Date _____ </div> <div> Trainee Signature _____  Date _____ </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> Shift Supervisor _____  Date _____ </div> </div>			

## IX. SHIFT PROCEDURES

A. BRIEFING	Explained	Demonstrated	Practiced
1. Communication or pass-on log			
2. Notification of any unfinished admissions, scheduled transports, extraordinary issues, staff caution items, necessary disciplinary issues.			
B. VISITATION, TELEPHONE USAGE	Explained	Demonstrated	Practiced
1. Public			
2. Professional <ul style="list-style-type: none"> <li>a. Attorneys</li> <li>b. Friends of the Court               <ul style="list-style-type: none"> <li>1) Pre-sentence investigation</li> <li>2) Probation / Parole Officer</li> </ul> </li> <li>c. Social Workers, counselors, psychologists</li> </ul>			
3. Other Juveniles			
4. Special Visits			
5. Attorney phone calls			
6. Regular phone calls			
C. PROGRAMMING, RECORDS	Explained	Demonstrated	Practiced
1. Change of status of juveniles <ul style="list-style-type: none"> <li>a. Classification changes</li> <li>b. Housing unit changes</li> </ul>			
2. Responsibilities to administration and records <ul style="list-style-type: none"> <li>a. Paperwork and Forms               <ul style="list-style-type: none"> <li>1) Preparation</li> <li>2) Receiving and Distribution</li> <li>3) Documentation</li> </ul> </li> </ul>			
3. IDJC Policy <span style="color: red;">Need Policy #</span>			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <b>F.T.O. Signature</b> _____           </div> <div> <b>Date</b> _____           </div> <div> <b>Trainee Signature</b> _____           </div> <div> <b>Date</b> _____           </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <b>Shift Supervisor</b> _____           </div> <div> <b>Date</b> _____           </div> </div>			

## X. MEDICAL PROCEDURES

A. MEDICAL	Explained	Demonstrated	Practiced
1. Intake medical screening a. Notify medical staff of any emergency or special medical problems b. Medical intake must be completed for any juvenile being staged			
2. Medical requests & procedures			
3. Sick call			
4. Special medical diets			
5. Medical emergency a. CPR b. First-Aid c. Emergency transport procedures			
6. Dental care			
7. Medical orders to staff			
8. Medication disbursement a. Medicine distribution b. Personal medication upon entering facility			
9. Suicide prevention - Annual training required			
10. Universal Precautions			

  

<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <p>_____ F.T.O. Signature</p> <p>_____ Shift Supervisor</p> </div> <div style="width: 10%; text-align: center;"> <p>Date</p> <p>Date</p> </div> <div style="width: 45%;"> <p>_____ Trainee Signature</p> </div> <div style="width: 10%; text-align: center;"> <p>Date</p> </div> </div>			
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## XI. REPORTS AND DOCUMENTATION

A. REPORTS	Explained	Demonstrated	Practiced
1. Report writing outline a. Initial observation and response b. Initial contact c. Staff observations d. Staff actions e. Further information f. Attachments g. employee accidents h. incident reports			
2. Writing emphasis a. Spelling, neatness, legibility b. Proper sentence structure c. Accuracy, thoroughness, completeness, conscientiousness d. Write in the <u>first person</u> e. No abbreviations f. Use fifteen (15) word maximum sentences g. Do not use generalizations or opinions			
3. Reporting officers signature and supervisor's signature			
4. Importance of report writing skills a. Report is read and reviewed by many: supervisors, detectives, prosecutors, etc. b. Report is considered as a reflection of the officer's character, intelligence, etc.			

F.T.O. Signature _____		Date _____	
Shift Supervisor _____		Date _____	
Trainee Signature _____		Date _____	

## XII. PERSONAL APPEARANCE AND DEMEANOR

B. PERSONAL APPEARANCE AND DEMEANOR	Explained	Demonstrated	Practiced
1. Demeanor a. Professional b. No jokes c. No outburst d. No gum/ chew /etc.			
2. Dress Code a. Appropriate dress b. Identification c. No hats / sunglasses in facility d. Groomed / shaved e. Promptness			
3. Personal Items a. Purses, bags, clothing b. Weapons, knives, cigarettes c. Personal cell phones/pagers			
4. IDJC Policy 366.80			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ <b>F.T.O. Signature</b></p> <p>_____ <b>Shift Supervisor</b></p> </div> <div style="width: 10%; text-align: center;"> <p><b>Date</b></p> <p><b>Date</b></p> </div> <div style="width: 40%;"> <p>_____ <b>Trainee Signature</b></p> </div> <div style="width: 5%; text-align: center;"> <p><b>Date</b></p> </div> </div>			

### XIII. PRE ACADEMY REQUIRED TRAINING

	Explained	Demonstrated	Practiced
<b>A. APPROPRIATE USE OF FORCE</b>			
<b>B. BLOOD BORNE PATHOGENS</b>			
<b>B. NON-VIOLENT CRISIS INTERVENTION BY: CRISIS PREVENTION INSTITUTE (CPI)</b>			
<b>C. DEFENSIVE DRIVING</b>			
<b>D. FINGERPRINTING (IF APPLICABLE)</b>			
<b>E. MECHANICAL RESTRAINTS (IF APPLICABLE)</b>			
<b>F. MEDICATION ADMINISTRATION</b>			
<b>G. NATIONAL SAFETY COUNCIL CPR</b>			
<b>H. NATIONAL SAFETY COUNCIL FIRST AID</b>			
<b>I. SUICIDE PREVENTION</b>			
<b>J. USE AND CARE OF STATE VEHICLES</b>			

  

_____ <b>FTO Signature</b> _____ <b>Date</b>	_____ <b>Trainee Signature</b>
_____ <b>Shift Supervisor</b>	_____ <b>Date</b>



**POST IV-3 (IDJC DIRECT CARE STAFF)**  
**(Sample Form Retained by Agency)**  
**FACILITY TRAINING OFFICER WEEKLY PROGRESS REPORT**

<b>1. Name of Recruit</b>	<b>2. Recruit Class No.</b>	<b>3. Report Date</b>				
<b>4. Facility Assignment:</b>	<b>5. Week #</b> <div style="display: flex; justify-content: space-around;"> <span>1 <input type="checkbox"/></span> <span>2 <input type="checkbox"/></span> <span>3 <input type="checkbox"/></span> <span>4 <input type="checkbox"/></span> <span>5 <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-around;"> <span>5 <input type="checkbox"/></span> <span>6 <input type="checkbox"/></span> <span>6 <input type="checkbox"/></span> <span>7 <input type="checkbox"/></span> <span>8 <input type="checkbox"/></span> </div>					
<b>FACTOR</b>	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>GOOD</b>	<b>SUPERIOR</b>	
<b>6. Appearance:</b> a. Uniform, dress and equipment b. Posture and Carriage c. Personal cleanliness	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>7. Cooperation and Loyalty</b> a. Works towards common goal b. Willing to accept responsibilities c. Supports superiors d. Good team worker	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>8. Interest and Attitude</b> a. Seeks help with problems b. Willing to learn c. Attitude to constructive criticism d. Accepts direction/discipline e. Shows pride in work f. Contributes to good morale g. Confidence in oneself	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>9. Public Contact</b> a. Professional attitude to public b. Ability to communicate effectively c. Ease and bearing d. Tact and discretion e. Self control	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>10. Judgement</b> a. Common sense b. Uses good judgement under pressure c. Not prejudice or judgmental d. Ethical e. Fair and humane in all contacts	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>11. Juveniles</b> a. Maintaining control of juveniles b. Fair, consistent, no favoritism c. Takes control in crisis situation d. Uses verbal and non-verbal skills e. Uses officer safety skills	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>GOOD</b>	<b>SUPERIOR</b>	

<b>FACTOR</b>					
<b>12. Report Writing</b> a. Able to express oneself b. Proper grammar and punctuation c. Accurate, neat and complete d. Uses proper departmental forms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>13. GENERAL PROGRESS TO DATE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. COMMENTS</b>					
<b>15. Field Training Officer Signature</b>	<b>16. Facility Supervisor</b>			<b>17. Date</b>	

**POST IV-4 (DIRECT CARE STAFF)**  
**AGENCY POLICY AND PROCEDURE RELATED TO DIRECT CARE STAFF**  
**CORE JOB FUNCTIONS**

<b>POLICY</b>	<b>READ</b>	<b>DATE</b>
103.00 Use of Information technology		
106.00 Identification Badges		
310.60 Section 540 Grievance		
331.01 Vacation Leave		
331.05 Sick Leave		
332.20 Family and Medical Leave		
341.00 Seminars, Workshops, Conferences		
360.10 Ethics and Values		
361.00 Employee Problem Solving Process		
366.20 Confidentiality/Privacy		
366.30 Harassment		
366.70 Attendance (Absenteeism, Tardiness)		
366.80 Personal Appearance Standard		
366.90 Personal Telephone Calls		
367.00 Abuse, Neglect, and/or exploitation of Juveniles		
368.42 Employment Outside the Department		
368.70 Employee Communication		
369.10 Due Process		
369.20 Counseling and Corrective Action		
371.00 Work-related employee Injury or Illness		
630.01 Use of Radios		
630.02 Escape/Escape Attempts		
630.04 Juvenile Supervision		
630.06 Contraband Acquisition & Disposition/Searches		
630.09 Key Control		
640.01 Observation and Assessment Intake		
640.04 Juvenile Abuse		
640.05 Control of Acting Out Behavior		
640.06 Documentation of Incidents		
640.08 Juvenile Grievance Procedure		
640.10 Visitation		
640.12 Observation of Juvenile During Sleeping Hours		
640.15 Use of Mechanical Restraints		
640.16 Special Management Intervention		
640.17 Dining Room Management		

**POST IV-4 (DIRECT CARE STAFF)**  
**AGENCY POLICY AND PROCEDURE RELATED TO DIRECT CARE STAFF**  
**CORE JOB FUNCTIONS**

<b>POLICY</b>	<b>READ</b>	<b>DATE</b>
640.18 Suicide Prevention and Assessment of Risk		
640.20 Juvenile Disclosure of Criminal Activity and Abuse		
640.21 Orientation of Juveniles Upon Admission		
650.05 Transport Security of Juveniles		
650.06 Religious Services		
650.11 Challenge Course		
660.07 Staff and Visitor Meals		
670.02 Fire Safety		